

**Guidance for completing the IMA-EURO 3rd Synchronization Conference briefing to be submitted to IMA-EURO Stationing Management Office by 9 Nov 2006.**

Sample 1 thru 5 --- Select your Garrison Map Chart.

- Use the map to identify units, show installations, or whatever pertinent data you would like to display by location that tells the structure of your Garrison.

Sample 6 & 7 --- Timeline Movement Chart

- Provide the timelines for unit movement and population data to reflect the relocation of units, inactivations, and redeployment in your Garrison.
- These charts are to be adjusted to the unique requirements of your Garrison and can be represented by community if you have closure actions or for Garrison with only minor changes as long as it represents all USAREUR OPORD 0070-06 information.

Sample 8 & 9 --- Services and Facilities Support Chart

- Again, these need to be unique to the movement within your Garrison or may not be a requirement depending on the FY07 unit moves.
- Show the changes, i.e. reduced services, consolidated services, etc. as the population numbers impact the services to be rendered.
- Carry population numbers throughout all of the charts.
- This format or your own chart can be added and used to reflect changes within communities for services as changes to supported population begin to impact services.

Sample 10 --- USAG XXX Issue chart.

- Include one chart for each issue requiring coordination outside the garrison and/or assistance/resources from outside the garrison to resolve.

USAG Garrison XXX Overall Assessment Chart

- Highlight significant take-aways.
- No format is prescribed for this assessment so be creative.

Optional Chart --- Template 1 In/Out Summary

- Replace XXX in the title with the name of the direct reporting garrison
- Replace Garrison 1, Garrison 2, etc. with names of each garrison in the AOR
- Replace Site A, Site B, etc. with names of specific sites (kasernes, etc.), but only include those sites that have Soldiers moving in or out.
- Numbers should reflect the total number of assigned Soldiers (faces, not spaces) by month for those Sites that have in/out activity. Friendly reminder – this is UNCLASSIFIED, so only reflect changes that have been publicly announced.